

Part I - Request for Services

1. Name/Title of Requesting Official		1a. Signature	2. Date	2a. DJ File Number
3. Name of Person to be Contacted		4. Telephone No.	5. Case Name, Court and Court Docket Number	
6. Legal Division or USAO	7. Mailing Address (Exec/Admin/Budget Officer)		8. Request (circle one) Original Supplementa	IF SUPPLEMENTAL, ENTER ORIGINAL YREGDOC
9. Speciality of Expert Witness, ADR Neutral, or Litigative Expert:				
REASON FOR REQUEST (Check below and explain in Block 13)				
<input type="checkbox"/> a. Expert testimony required on behalf of U.S.				
<input type="checkbox"/> b. Medical Examination of Plaintiff/Witness/Defendant in Contemplation of Testimony on Behalf of U.S.				
<input type="checkbox"/> c. Examination Under 18 USC§4241, Mental Competency to Stand Trial only				
<input type="checkbox"/> d. Dual Purpose Psychiatric Examination (Time of Offense & Competency to Stand Trial) on the motion of _____ under Criminal Justice Act YES <input type="checkbox"/> NO <input type="checkbox"/>				
<input type="checkbox"/> e. Deposition of other party's expert witness				
<input type="checkbox"/> f. Unusual Fact Witness Expense				
<input type="checkbox"/> g. Alternate Dispute Resolution (ADR) Neutral Expense				
<input type="checkbox"/> h. Alternate Dispute Resolution (ADR) Witness Expense				
<input type="checkbox"/> i. Litigative Expert				
10. Name, Address, TIN or SSN and Phone Number of Witness, ADR Neutral, or Litigative Expert			11. Anticipated start and ending Dates of Service (enter MO/DA/YR) (in conjunction with Block 12)	
			a. Examination of Case	
			b. Prep of Testimony	
			c. Court Testimony	
			d. Neutral/Lit. Expert Services	
12. Expense Detail (Estimated Expenses)			(Other Expenses, Cont'd)	
a. Examination of Case: _____ hrs or _____ days x \$ _____ = \$ _____			Transportation: Check if included in fee <input type="checkbox"/>	
b. Preparation of _____ hrs or _____ days x \$ _____ = \$ _____			Common Carrier at Coach Class: (GTA Used <input type="checkbox"/> Yes <input type="checkbox"/> No) \$ _____	
c. Testimony _____ hrs or _____ days x \$ _____ = \$ _____			Taxi To/From Terminal: \$ _____	
d. Neutral / Lit. Expert Services: _____ hrs or _____ days x \$ _____ = \$ _____			POV: _____ Miles @ \$0. _____ per Mile = \$ _____	
e. Other Expenses: Per Diem - Check if included in fee <input type="checkbox"/>			*(This cost shall not exceed cost by common carrier)	
OR _____ days x \$ _____ per day = \$ _____			f. Miscellaneous Expenses (printing, exhibits, etc.) \$ _____	
			on actual cost basis: (Itemize on separate page)	
			g. Total Estimated Cost \$ _____	
			REMINDER: Witnesses are not entitled to Advance Payments	
13. Explanation and Justification (Attach additional information if space is insufficient) (For Neutral, attach Preliminary Agreement)				

Part II - Witness/ADR Neutral/Litigative Expert Authorization

1. Date _____	5. Cost Center _____
2. Approved/Disapproved _____	6. OBL Month _____ 7. SOC _____
3. Authorized Amount \$ _____	8. Remarks: _____
4. YREGDOC _____	Approved by _____

Part III - Witness/ADR Neutral/Litigative Expert Agreement

1. Description of Duties (Explain details of service to be performed) (Attach additional information if space is insufficient)		
2. Witness/Neutral/Litigative Expert: Submit Invoice to: (Name/Address of Attorney or Admin/Fiscal Office)		5. Government Attorney: Forward invoice and Original of this form to the appropriate person within your office for processing.
3. Signature (Government Official)	6. Name/Title of Government Official (Print or Type)	Date:
4. Signature (Witness/ADR Neutral/Litigative Expert)	7. Name/Title of Witness/ADR Neutral/Lit. Expert	Date:
I agree to perform the above services and appear as a witness on behalf of the Government, act as an ADR Neutral, or Litigative Expert.		All payments relating to this agreement shall be in accordance with the Prompt Payment Act.

Instructions for Completion of Form OBD-47

Note: The case attorney should consult with his/her Administrative/Fiscal Office for specific requirements of the litigating component prior to completing Form OBD-47. Operating procedures within the litigating component may require a slightly different approval and/or forwarding procedure.

- Part I of the Form OBD-47 is the Request for Services. It is to be completed by the case attorney. If more space is required for information in block 13, please attach a separate sheet.
- Part II of Form OBD-47 is the authorization. Depending upon the internal procedures of the litigating component, authorization will be granted by either the component's Executive/Administrative/Budget Officer or other person within the component or by the Special Authorizations Unit (SAU), Justice Management Division. Form OBD-47 may be submitted to the SAU by mail or facsimile. (Note: If submitted by facsimile, do not duplicate the request by also submitting by mail). The YREGDOC, Cost Center, OBL Month, and SOC are necessary for the processing of obligations and payments.
- Part III of the Form OBD-47 is the Witness/ADR Neutral/Litigative Expert Agreement. Once authorization is obtained, the case attorney and Witness/ADR Neutral/Litigative Expert should complete and sign the appropriate blocks in Part III. This must be done PRIOR to the Witness/ADR Neutral/Litigative Expert commencing work on the case.
- After the agreement is signed by the case attorney and Witness/ADR Neutral/Litigative Expert, distribution of the OBD-47 will be made as follows:
 - a. The original Form OBD-47 will be maintained by the case attorney or the appropriate person within the case office.
 - b. A photocopy, front and back, of the Form OBD-47 will be provided to the Witness/ADR Neutral/Litigative Expert.
 - c. A photocopy, front and back, of the Form OBD-47 will be placed in the case file.
- After services are rendered by the Witness/ADR Neutral/Litigative Expert, this individual will submit his/her invoice to the case attorney in accordance with the INVOICE REQUIREMENTS clause. If services are acceptable, the case attorney will sign and date the invoice, accepting the services.
- The case attorney will forward the approved invoice and original Form OBD-47 to the appropriate person within the case office to initiate the payment process.

General Terms and Conditions - Witness/ADR Neutral/Litigative Expert Agreement

I. Clauses Incorporated by Reference. This Witness/ADR Neutral/Litigative Expert Agreement incorporates one or more Federal Acquisition Regulation (FAR) clauses by reference, with the same force and effect as if the clauses were given in full text. Upon request, the SAU or your administrative office will make the full text available.

FAR Ref.	Clause Title	FAR Ref.	Clause Title
52.203-3	Gratuities (Apr 1984)	52.232-1	Payments (Apr 1984)
52.222-3	Convict Labor (Apr 1984)	52.232-8	Discounts for Prompt Payment (Apr 1989)
52.222-26	Equal Opportunity (Apr 1984)	52.232-25	Prompt Payment (Mar 1994)
52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans (Apr 1984)	52.233-1	Disputes (Oct 1995)
52.222-36	Affirmative Action for Handicapped Workers (Apr 1994)	52.233-3	Protest after Award (Oct 1995)
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (Jan 1988)	52.243-1	Changes-Fixed Price (Aug 1987)
		52.249-1	Termination for Convenience of the Government (Fixed Price)(Short Form)(Apr 1984)

II. The Following Clauses Are Shown In Full Text:

- A. Inspection and Acceptance.** Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejection, risk of loss will be on the Witness/ADR Neutral/Litigative Expert unless loss results from negligence of the Government.
- B. Invoice Requirements.** After services are rendered, the Witness/ADR Neutral/Litigative Expert shall prepare an invoice and submit to the address shown in block 2, Part III, of Form OBD-47. To constitute a proper invoice, the invoice must contain the following information:
 - (i) The name and Taxpayer Identification Number (TIN) of the business entity or individual Witness/ADR Neutral/Litigative Expert (if an individual has no TIN, the Social Security Number may be used);
 - (ii) The date of the invoice;
 - (iii) A description, itemization and price for all services rendered and miscellaneous expenses incurred;
 - (iv) The date or the period of time over which the services were rendered; and
 - (v) The name, telephone number and complete mailing address of the responsible official to whom payment is sent.The invoice must also be accompanied by any travel receipts and/or receipts for miscellaneous expenses to substantiate the invoice amount. The attorney will certify on the invoice that the services were received and the date the services were accepted. The attorney will then forward the approved invoice and Form OBD-47 to the appropriate person within the case office.
- C. Interest on Overdue Payments.** (a) The Prompt Payment Act, Public Law 99-177 (96 Stat. 85, 31 U.S.C. 1801, as amended) is applicable to payments under this agreement and requires the payment of interest on overdue payments and improperly taken discounts.
(b) Determination of interest due will be made in accordance with the provisions of the Prompt Payment Act and the Office of Management and Budget Circular A-125.

NOTE: Pursuant to the Prompt Payment Act of 1982, the Witness/ADR Neutral/Litigative Expert may be entitled to interest payment on an invoice that is not timely paid, normally within 30 days of receipt of invoice or federal acceptance, whichever is later. Payment of interest is only permitted when: (a) there is a duly signed agreement between the Government and a business concern, i.e., any person or non-profit entity engaged in a profession, trade, or business; (b) federal acceptance has occurred; (c) a proper invoice, i.e., one which contains the information required by the Invoice Requirements clauses, has been received and there is no dispute over quality or quantity; and (d) payment is made to the business concern after more than 30 days after receipt of invoice as defined in the Act. In the event an invoice is submitted which does not contain the required information, the Witness/ADR Neutral/Litigative Expert will be so notified.

Payment Inquiries

All follow-up invoices shall be marked "Duplicate of Original." Witness/ADR Neutral/Litigative Expert questions regarding payment information or check identification should be directed to the Department of Justice Vendor Assistance Hotline (202) 616-5955.